

**MINUTES OF SPECIAL BOARD MEETING OF THE  
RINCON VALLEY FIRE DISTRICT GOVERNING BOARD MEETING  
HELD APRIL 1, 2020**

A Special Meeting of the Rincon Valley Fire District Governing Board was convened on **APRIL 1, 2020 at 4:00 P.M.** by teleconference. Present at the meeting were the following members of the Rincon Valley Fire District Governing Board: Chairperson Michelle Harrington, Clerk Mark Tate, Member Christopher Klasen, Member Kevin McKinley and Member Jennifer Spears.

The following matters were discussed, considered and decided at the meeting:

**1. Call to Order** at 4:02 P.M by Chairperson Harrington

A. Roll Call - Chairperson Michelle Harrington	present by teleconference
Clerk Mark Tate	present
Member Jennifer Spears	present by teleconference
Member Chris Klasen	present by teleconference
Kevin McKinley	present by teleconference

- Also attending – Fire Chief Jayme Kahle, Battalion Chief Allen Yalen and Administrative Manager Laura Bucklin. District Attorney Donna Aversa was also in attendance by teleconference.

**2. Pledge of Allegiance** – Chairperson Harrington lead the pledge of allegiance.

**3. Call to the Public**

- Attorney Donna Aversa recommended posting an email address on the next few agendas for the public to send comments.

**4. New Business**

**A. 2020-031 – Review, discussion and possible action to approve a COVID-19 Policy.**

- Chief Kahle would like to implement an additional leave policy for our members that may become ill in light of the Families First Coronavirus Response Act. The CDC (Interim Infection Prevention and Control Recommendations for Patients with Suspected or Confirmed Coronavirus Disease 19 in Health Care Settings), Section 8 states that we should create a sick leave policy that is non-punitive, flexible, and consistent with public health guidance. Rincon Valley already has a sick policy that allows up to 40 hours of paid sick leave and we already have a generous Paid Time Off policy that allows the newest person to receive up to 3.5 weeks. However, we also allow other generous special paid leaves and I feel that the COVID-19 Pandemic should also be considered a special leave to ease the minds of our firefighters that are regularly exposed to this pandemic. In addition, its good policy to ensure our firefighters will take time off if sick. The COVID-19 Pandemic is the largest pandemic we have experienced in over a century and it is having some extraordinary impacts. There are pros and cons to this. It is

impossible to determine at this time. The range is \$0 to \$130,324. We may be partially reimbursed by FEMA at a later date. We must also consider the economic impact of COVID-19 to our revenues today and in the future (-bad mortgage, -assessed valuation decline, -declined growth, -delayed tax receipts, +increase suburban move).

Chief Kahle gave a brief description of the policy and presented two requested items for the board to discuss: 1) recommended declaration that we are exempting all of Rincon's current job classifications as exempt for the FFCRA, and 2) Approve the the proposed Emergency Paid Sick Leave (CORONAVIRUS / COVID-19) Policy.

Attorney Donna Aversa reminded the board that the Emergency Paid Sick Leave Policy is in addition to the existing Sick, PTO and FMLA Policies RVFD has in place. She also stated that this policy is only in effect for a specific period of time. December 31, 2020 is when this policy is set to expire.

Chairperson Harrington asked if the employees would have to prove they have COVID-19 to be eligible for this Emergency Leave. She also asked if the policy is only for employees of the district and not family members. Chief Kahle stated that the employee would have to have a confirmed diagnosis from their physician or the district physician to qualify. He also confirmed that the policy is only for employees of the district and not family members.

Member Spears had concerns regarding the verbiage in the policy where the policy refers to the employee as "he." She wants to make sure the female employees are also covered. Both Chief Kahle and Donna Aversa assured Member Spears that the female employees are also covered in this policy and that the verbiage was a recommendation from the human resources specialist who helped draft the policy. Chief Kahle is quoted to say, "We are not discriminating against women employees."

Member Klasen recommended the policy should include employee's family members as well. He believes it would be beneficial. Donna Aversa stated that this policy is in addition to other existing leave policies. Chief Kahle stated that the employees are allowed to take time off to care for their families under the existing FMLA, EPST and PTO Policies if need be.

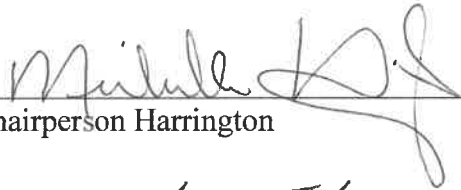
Donna also mentioned that this policy could also be changed due to the frequent changes surrounding COVID-19.

**-Motion by Clerk Tate, second by Member McKinley to approve Policy #04-022 to ensure our firefighters stay healthy during this pandemic and to declare all current RVFD job classifications exempt from the Families First Coronavirus Response Act. Motion passed 4 to 1.**

**5. ADJOURNMENT** - Motion by Chairperson Harrington, second by Member Spears to adjourn. Motion passed 5 to 0. Meeting adjourned at 4:24 p.m.

Dated this 1st day of April 2020.

Rincon Valley Fire District Governing Board

  
Chairperson Harrington

  
Clerk Tate

  
Member McKinley

Member Spears

Member Klasen